

Donations, Bequests and Gifts Policy

Purpose

The library encourages private support for the library and has adopted guidelines to insure that all gifts are appropriate to its mission.

Policy

The Robbins Library welcomes monetary donations and gifts of books and other materials. Materials will be evaluated using the same criteria as materials that are purchased. Once donated, items become the property of the Robbins Library. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift.

The appraisal of a gift for tax purposes is the responsibility of the donor. The library will not set fair market or appraisal values for donated items. Any letter of acknowledgement will not contain a statement of value.

Items will be added to the collection in accordance with the selection policy of the library. Those materials that are added to the collection will be classified and shelved according to standard procedures. The library is unable to house and promote a substantial special collection. The library reserves the right to decide when a gift added to the collection must be withdrawn.

Materials not needed, but in good condition and still of value, may be offered to another organization or given to the Friends of the Library for its book sales.

Bequest and in-kind gifts of personal property, including art, antiques and memorial plaques are not encouraged. Due to limited space, as a general rule the library is unable to accept donations or memorials for permanent display in the library or on the grounds. If accepted, the library reserves the right to determine the location and display of artwork.

The library reserves the right to request that an artwork be accompanied by a current appraisal of value and may request evidence of bona fide artistic importance and merit of the work and reputation of the artist. An appropriate deed of gift or similar document transferring sole and exclusive ownership of the artwork to the library will be required. Works of art may be accepted at the discretion of the Board of Trustees with the understanding they may be sold, given away or otherwise disposed of.

Gifts may be refused if any expenditure of library funds and/or staff time is necessary to make the gift usable. The Donor, to the satisfaction of the Library, must separately endow any gift, which will cause the library to incur annual or periodic maintenance or insurance costs. The Library reserves the rights to liquidate, relocate, remove or dispose of any accepted bequest or gift at any time in the future.

The library may also accept unsolicited, unrestricted contributions, bequests and memorial gifts. The library does not guarantee the purchase of specifically identified titles with such funds. Donors do not have the right of approval of titles before purchase; however donors are welcome to recommend subject areas if desired.

The library will acknowledge each gift in writing.

Any restrictions on gifts must be submitted in writing and approved by the Board of Library Trustees. Restricted monetary gifts will be accepted on the condition that the specific request is consistent with the goals and objectives of the library.

Contributions made in anticipation of naming opportunities will be reviewed and recommended, on a case-by-case basis by the Library Board.

Approved by the Board of Trustees, March 13, 2012